



Complaints: Dispute Resolution Procedures

PLAN Australia aims to provide our members with the best service possible.

If you're unhappy with any part of our service, our internal resolution process ensures your complaint will be handled efficiently, honestly and fairly.

Section Two:

The following template is for use by PLAN Australia Staff and for the information of PLAN Australia Members and their Loan Consultants. A copy of the below procedures can also be found in the PLAN Australia Members document library for PLAN Australia Member and their Loan Consultants' reference.

Professional Lenders Association Network of Australia Pty Limited (PLAN Australia) ACN 086 490 833, as trustee for the Plan Australia Unit Trust trading as PLAN Australia.

INTERNAL DISPUTE RESOLUTION PROCEDURES

We aim to provide the very best service for our clients. In the event that you are unhappy regarding any part of our service, our internal resolution process provides that your complaint will be handled efficiently, honestly and fairly.

Professional Lenders Association Network of Australia Pty Limited (PLAN Australia) ACN 086 490 833, as trustee for the Plan Australia Unit Trust trading as PLAN Australia. PLAN Australia is a Credit Representative (No. 392535) of BLSSA Pty Ltd ACN 117 651 760, Australian Credit Licence 391237. BLSSA may assist us in the investigation and resolution of your complaint. Each is a member of the National Australia Bank Limited Group

Complaints about PLAN Australia

If you have a complaint about our services or the manner in which we have handled personal information about you, please contact:

1 st Point of Contact at PLAN Australia:	2 nd Point of Contact at PLAN Australia:
Complaints Officer:	Deputy Complaints Officer:
Name: Consultant, Aggregation Operations	Name: Manager, Operations and Sales Support
Phone: 1300 78 78 14	Phone: 1300 78 78 14
Email: planaustralia@planaustralia.com.au	Email: planaustralia@planaustralia.com.au
Mail: PLAN Australia Complaints Officer: Level 10, 700 Bourke Street, Melbourne VIC 3008	

Complaints about PLAN Australia

For complaints against one of PLAN Australia's finance broker members, who is also a credit representative of BLSSA Pty Ltd. please contact:



1st Point of Contact at BLSSA:	2nd Point of Contact at BLSSA:
Complaints Officer	Deputy Complaints Officer
Phone: (03) 8616 1443	Phone: (03) 8616 1443
Fax: (03) 8616 1918	Fax: (03) 8616 1918
Email: resolutions@BLSSA.com.au	Email: resolutions@BLSSA.com.au
Mail: BLSSA Advice Complaints, PO Box 626, Collins Street West VIC 8007	

For complaints against one of PLAN Australia's finance broker members who is a Credit Representative of another Australian Credit License (ACL) holder, you may make a complaint direct to the ACL holder and these details can be obtained from their finance broker or documentation supplied.

The Complaints Officers are senior personnel in our organisation and have the necessary experience and authority to handle complaints and make relevant decisions on outcomes.

The complaint need not be in writing and may be presented to us by any reasonable means, for example letter, e-mail, telephone or in person. Please ensure you give us full particulars of your complaint.

If you are not satisfied with our response to your complaint, you may contact the Credit and Investments Ombudsman (of which PLAN Australia and BLSSA Pty Ltd. are members) to consider the complaint on:

Freecall: 1800 138 422
Phone: 02 9273 8400
Fax: 02 9267 3125
Email: info@cio.org.au

If the complaint is about privacy and you are not satisfied with the outcome of our investigations, you may ask the Office of the Australian Information Commissioner to consider the complaint. The Information Commissioner can be contacted online at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint> or on 1300 363 992.

AWARENESS

All staff and consultants who deal with (or are likely to deal with) clients, are aware of the names, titles and telephone numbers of our Complaints Officer and Deputy Complaints Officer.

Each staff member and consultant is also instructed in how to transfer a client who has a complaint to our Complaints Officer or Deputy Complaints Officer; and what client details to record if the Complaints Officer and Deputy Complaints Officer are for any reason unavailable (this information will include a minimum of the name, telephone number, and description of the product or transaction to which the complaint relates). We do not charge a fee in respect to any complaint.



TIMELINESS

We will provide a written acknowledgement of receipt of your complaint as soon as possible, unless the complaint is otherwise resolved in the meantime.

We will ensure that a final response is given to your complaint as soon as possible, but within twenty one (21), thirty (30) or forty five (45) days of receipt of your complaint.

If PLAN or BLSSA is unable to deal with the complaint as it relates to a third party (for example, a lender), we may ask you to contact the relevant third party.

For certain types of complaints, involving “default notices” or urgent disputes such as “applications for hardship”, a final response must be provided within twenty one (21) days.

For privacy complaints, we are required to give you a final response within thirty (30) days.

Final responses to complaints not involving financial hardship or privacy issues should be received by you within forty five (45) days.

If we cannot respond to your complaint within the relevant timeframes, PLAN Australia will inform you of the reasons for the delay and of your right to refer the complaint to the Credit and Investments Ombudsman or, in the case of privacy complaints, to the Australian Information Commissioner.

We will have provided a final response to you if we:

- (a) Accept the complaint and, if appropriate, offer redress, or
- (b) Offer redress without accepting the complaint; or
- (c) Reject the complaint.

WRITTEN RESPONSE TO A CUSTOMER

We will give you a written response to your complaint and the reasons for reaching a particular decision on the complaint. We will adequately address the issues that are raised in the complaint.

Where practicable, our response will refer to applicable provisions in legislation, Codes, Standards or Procedures.

We will inform you of the contact particulars of our EDR Scheme and, for privacy complaints, the Australian Information Commissioner if you are not satisfied with the outcome of our investigating the complaint.

REMEDIES

If we accept the complaint and are of the view that it is appropriate to offer redress to you, that redress may be non-financial as well as, or instead of, financial. If we consider that a financial remedy is appropriate then we will provide compensation for any direct loss or damage caused.

We will, when determining an appropriate remedy, take into consideration the extent of loss or damage suffered by you, relevant legal principles, EDR Scheme Rules, the MFAA Code of Practice and other relevant codes of conduct and concepts of fairness and relevant industry best practice.



DATA COLLECTION

We will keep data concerning the complaint in such form and manner as we think fit and will enable analysis according to:

- a) Type of complaint;
- b) Subject of complaint;
- c) Outcome of complaint;
- d) Timeliness of response;

So that we can identify any systematically recurring problems, we will classify complaints accordingly.

Subject to legal constraints including our privacy obligations, we may make available data collected in respect of the complaint upon request to the EDR Scheme, of which we are a member, and the Australian Securities and Investments Commission.

REVIEW

We will review our Internal Dispute Resolution Procedures at least every three (3) years to ensure that our complaints systems are operating effectively. *This document was reviewed on 4th June 2015.*